

How to set up a free Blogger blog

Go to <http://www.blogger.com> Click **Create your own blog now**.

1) Create an account, name your blog, choose a template, start blogging.

You will see three tabs: Posting, Settings, Layout. Go to **Settings > Basic (default)**. Here you can edit your blog settings. I suggest the following changes:

- Add your blog to our listings? **NO**
- Let search engines find your blog? **NO**
- Show Quick Editing on your blog? **YES**
- Leave defaults for global settings. **Save Settings**.

Under **Settings > Comments**, leave defaults with a few exceptions.

- Comments: Show or Hide (I suggest Show if you plan to use for students)
- Who Can Comment? **Select Anyone**
- Enable Comment moderation? Yes. **Enter the email address you would like comments to be sent.**
- Show profile images on comments: **No**
- Comment Verification Address. Leave blank. Since you are modifying comments you will see them as they are sent to you.

Go to the **Posting** tab to begin posting. You can add text, images, video, links, and labels. **Preview** to see what it will look like. **Publish Post** will make it viewable online. **Save now** lets you save and continue later without publishing.

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To allow students to submit posts to the blog:

Under the **Settings** tab, go to **Email** and Create a **Mail-to-Blogger Address**.

In between your username and @blogger.com, add a small, easy word.

This will be the email address students will use to send you their posts. The posts will arrive in the Dashboard area

*Select **Save emails as draft posts** and Save settings.

When students email you their post, you will see it in the **Dashboard** in the **Manage: Posts** area. Click **Edit** to make any necessary changes.

*Make sure students have signed the post with their **first name and last initial only**. Also, make sure they are not posting copyrighted text or images without permission. Students should not post images of themselves on the blog.*